

RURAL ADDRESSING/GIS COORDINATOR

DEFINITION: Under general supervision, performs work of moderate difficulty in establishing a systematic means of physical addressing for existing structures and roadways in all areas of the Navajo Nation; supervises technical staff in planning, designing, developing and implementing the Rural Addressing program initiatives and databases; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, coordinates, implements and maintains the Rural Addressing program initiatives and activities; develops and implements short and long term goals and objectives; analyzes and implements addressing policies, procedures, standards and guidelines; researches rural addressing standards currently used by counties within the Navajo Nation and any national standards that are required; develops rural addressing agreements with counties and states defining addressing responsibilities and the sharing of information; develops and maintains rural addressing data, (i.e., road naming, addressing scheme, master addressing street grid, actual addressing work, addressing maintenance); coordinates with telephone service providers; coordinates and works closely with community representatives to implement rural addressing policies and procedures, and in the coordination of posting and maintenance of signage; ensures that accurate physical addresses are maintained and provided for 9-1-1 emergency services.

Develops, maintains and edits Master Street Address Guide (MSAG) and Master Address Repository (MAR); communicates with area representatives to ensure that MSAG and MAR are updated with new addresses or changes; makes necessary updates or changes to appropriate database; initializes database tracking projects; assesses user needs and assists in application design; ensures quality assurance and quality control of addressing data; works closely with city and county personnel and public officials in the development and implementation of the Nation's rural addressing program; provides direction and training of personnel in geographic information system (GIS) and addressing software/hardware; identifies training needs and schedules training.

Develops and maintains continuity of sponsorship by providing background and perspective of Rural Addressing program initiatives; provides updates through presentations to divisions, Navajo Nation officials, government and county representatives, chapters and the Diné Citizens; identifies and facilitates resolution of potential problems, issues and concerns; serves on and contributes on Navajo Nation rural addressing committees; serves as lead in the rural addressing workgroups.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Navajo Nation chapter communities location and Navajo Nation land base.

Knowledge of the principles, practices and methods of surveying and addressing.

Knowledge of the principles, practices and methods used in map preparation.

Knowledge of rural addressing standards and guidelines.

Knowledge of large relational database maintenance.

Knowledge of filing, indexing and cross referencing methods.

Knowledge of computer hardware and software applications applicable to rural addressing.

Skill in operating a personal computer within the Global Positioning System (GPS) and Geographic Information System (GIS) context.

Skill in reading and interpreting a wide variety of documents, including maps, base maps, aerial

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photographs, applicable policies and procedures, and hardware and software instructions.

Skill in the use of distance measuring devices, GPS units and drafting equipment.

Skill in communicating effectively both orally and in writing.

Skill in establishing and maintaining cooperative and effective relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work is done in an office environment which is largely sedentary and involves field work which may become physically demanding driving over rural roads.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Computer Science or closely related field; and four (4) years of rural addressing planning and coordination work experience using GIS and GPS; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

SPECIAL REQUIREMENTS: Must possess a valid state driver's license. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.